

REAL ESTATE REIMBURSEMENT INSTRUCTIONS

1. Regulations. Reimbursement of costs incident to the sale or purchase of a residence is governed by Chapter 14 of the Joint Travel Regulations.

2. Documentation. One copy of each of the following documents must be submitted with any real estate reimbursement claim before it can be approved for payment.

DD Form 1705 (Application for Reimbursement – original)
DD Form 1614 (Travel Authorization)
DD Form 1618 (Transportation Agreement)
DD Form 1351-2 (Travel Voucher)
Purchase or Sales Agreement
Purchase or Sales Settlement Document (HUD RESPA)
Paid Invoices and Receipts
Documentation of any prior purchase or sale claim submitted for this move.

3. Attorney's Fees. Claims for fees paid for legal services must be accompanied by an itemized statement indicating the total services which are customarily performed by attorneys in the area where the purchase or sale occurred and are customarily paid for by the seller or the purchaser in that area, whichever you are in the particular transaction, are reimbursable. Litigation expenses are not reimbursable.

4. Loan Application Fee. Loan Application fees for the appraisal, credit report and clerical services associated with the loan are reimbursable if reasonable in amount. The normal range for loan application fees is from \$50.00 to \$200.00.

5. Loan Origination Fee. Loan origination fees if reasonable in amount are payable.

6. Mortgage and transfer taxes. Mortgage and transfer taxes as well as state revenue stamps are reimbursable.

7. Termite Inspection. Termite inspections and appraisal fees as well as legal services for title searching and preparation of documents are reimbursable.

8. Title Insurance. Two types of title insurance are common – lender's coverage and owner's coverage. Only lender's coverage is reimbursable. If your purchase involves both types, you must supply a breakdown of the fee so that the amount paid for lender's coverage is reimbursed. Without a breakdown, no part of the premium is reimbursable.

9. Mortgage Insurance. Mortgage insurance, sometimes called "MGIC" or "MIP" in this area, whether or not required by the lender in order to obtain the loan is not reimbursable. You should not claim this expense.

10. Non-reimbursable Expenses (Generally). A number of expenses commonly associated with the sale or purchase of a residence are not reimbursable. Among these are interest on loans, points, mortgage discounts, property taxes, operating or maintenance costs; no fee, cost, charge or expense determined to be part of the finance charge or any expense resulting from construction of a residence.

11. Prior Claims. If you have previously submitted a claim for the purchase or sale of real estate during the PCS move, the Joint Travel Regulations require that you submit the paperwork associated with that claim along with this application.

12. Procedures for Submitting Claims. At Fort Monmouth, the claim is submitted by assembling the above documents and forwarding them to the Legal Office, Claims Branch, along with telephone numbers at which you may be reached during the day. The address is HQ, USA CECOM, ATTN: AMSEL-LG-JAC, Fort Monmouth, NJ 07703-5010. This office will review the claimed expenses to ensure that they are reasonable and customary. If the claim is related to the sale of a prior residence at an old duty station, the claim will be forwarded to the old duty station to be reviewed. If further documentation or clarification is required, the claims examiner will contact you. Upon completion of the review by the Claims Branch, the claim will be returned to you for the signature of your immediate supervisor for approval of expenses in the amounts allowed. The employee may then submit the travel voucher (DD Form 1351-2) to the Travel Pay Office.